

Headquarters  
U.S. Army Armor Center and Fort Knox  
Fort Knox, Kentucky 40121-5000  
21 November 2000

\*Fort Knox Reg 420-13

## Facilities Engineering

### BUILDINGS

**Summary.** This regulation prescribes policies and procedures governing assignment, termination, and utilization of buildings other than family housing.

**Applicability.** This regulation applies to all major subordinate commands, directorates, staff offices, departments, and tenant commands which are assigned real property facilities at Fort Knox.

**Suggested Improvements.** The proponent of this regulation is the Directorate of Base Operations Support (DBOS), Real Property Office. Users are invited to send suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: CDR, USAARMC and Fort Knox, ATTN: ATZK-OSP-M, Fort Knox, KY 40121-5000.

#### 1. General.

a. Major subordinate commanders, directors, chiefs of staff offices, tenant commands, and activity commanders will designate in writing on DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) an officer, NCO, or civilian employee to act as their agent in procuring and relinquishing buildings. DA Form 1687 will be forwarded to the DBOS Real Property Office; the Remarks Section will be annotated to read: “RESTRICTED TO BUILDINGS ONLY.”

b. Buildings may be assigned to subordinate elements within major commands or activities on hand receipt.

c. Buildings will not be laterally transferred between major subordinate commands, staff offices, tenant command, or activities without the prior approval of the DBOS Real Property Office.

d. The maintenance of a high state of police, snow removal, and repair of all buildings is the responsibility of agencies to which buildings are assigned.

#### 2. Building Assignments.

a. Building assignments will be made by the DBOS Real Property Office.

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\*This regulation supersedes USAARMC Reg 420-13, 20 October 1983

b. Units or activities desiring assignment of a building will submit, through their respective agent, FK Form 185 (Assignment or Termination of Building) (in duplicate) to this headquarters, ATTN: ATZK-OSP-M. Requests should include the proposed use of the facility, basis for and number of square feet required, number of prospective occupants, and any special requirements such as air conditioning, power supply, security measures, or fire detection.

c. Upon approval of request for assignment, the requester will perform a pre-occupancy inspection with DBOS representatives to determine that the building will be acceptable, identify requirements for repairs or maintenance, and assure that all installed property is on hand or accounted for. Installed property may be verified by contacting the DBOS Real Property Office. Any damage to buildings or shortage of installed property must be resolved by the assigned unit prior to transfer. Following satisfactory inspection, the requester will report to the DBOS Real Property Office to complete the receipt portion of FK Form 185. The assignment of a building is not considered final until the above action has been completed. New occupants will not occupy a building until assignment actions have been completed by the DBOS Real Property Office.

d. Fire extinguishers, although portable, are considered as building equipment and are accounted for as installation real property. They will not be removed from the building.

e. It is the responsibility of all occupants of assigned facilities to conserve energy. Daily checks will be made by occupants to ensure compliance with existing energy regulations and directives and that all nonessential power use will be corrected on the spot.

f. During periods of extremely cold weather, more frequent than daily checks of assigned buildings will be made to confirm heating systems are working to prevent frozen pipe damage.

### 3. Termination of Building Assignments.

a. Termination of building assignments will be made by the DBOS Real Property Office.

b. Units or activities desiring to terminate occupancy of a specific building will submit FK Form 185 (in duplicate) to this headquarters, ATTN: ATZK-OSP-M.

c. If any damage other than fair wear and tear is found during a termination inspection, the official responsible for the building will initiate action to determine liability for that damage in accordance with AR 735-5, Policies and Procedures for Property Accountability.

d. Prior to battalion commanders changing command an inspection of real property assets (buildings and grounds) will be conducted jointly by the outgoing and incoming commanders, accompanied by a DBOS assistance team.

e. Requests for termination of assignments submitted during the heating season will be accompanied by a completed DA Form 4283 (Facilities Engineering Work Request) requesting winterization of the buildings, specifying the date the utilities should be discontinued.

f. Prior to termination of building assignments, the losing organization's property book officer will prepare accountability transfer documents for equipment in place as required by AR 710-2, Inventory Management Supply Policy Below the Wholesale Level.

4. Utilization of Buildings. Buildings will be used only for the purpose for which designed unless approval for diversion is obtained from the DBOS Real Property Office.

5. Alterations.

a. Buildings and equipment will not be altered in any manner, except upon the approval of this headquarters.

b. Requests to alter buildings or equipment will be submitted on DA Form 4283 and forwarded to this headquarters, ATTN: ATZK-OSP-M. DA Forms 4283 will describe, in detail, alterations required along with adequate justification.

6. Vacant Buildings. Vacant buildings that are assigned to any activity will be made secure. The maintenance of buildings and grounds, to include police, grass cutting, and snow removal, remain the responsibility of the hand receipt holder. Vacant buildings no longer required by an activity will be terminated by submission of FK Form 185 to this headquarters. Buildings so terminated will not be reassigned or occupied without approval of this headquarters. All assignees retaining assignments of vacant buildings will:

a. Inspect the buildings monthly to determine if theft or vandalism has occurred.

b. Repair broken windows, loose screens, and similar items.

c. Forward DA Form 4283 to DBOS requesting repair of items which are beyond the organization's capabilities.

d. Winterize and tag fire extinguishers with building numbers. Fire extinguishers will not be removed from buildings.

e. Winterize vacant buildings in accordance with para 3e above.

f. Provide sufficient security to prevent unauthorized removal of installed equipment.

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- g. Lock all outside doors, windows, and screens.
- h. Inventory equipment in place at least monthly.
- i. Notify the Provost Marshal (phone 4-2111) when acts of vandalism or thefts are discovered.
- j. Initiate loss or damage actions in accordance with the provisions of AR 735-5.

FOR THE COMMANDER:



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